



COMPLIANCE COMPONENT

Updated: 2/22/05

DEFINITION	
<i>Name</i>	Punctuation
<i>Description</i>	This compliance component describes the general criteria developers should consider with regards to punctuation.
<i>Rationale</i>	Web page developers should consider that site visitors may be utilizing screen-reading software that “speak” the words and abbreviations on the page and can stumble with missing or misapplied punctuation.
<i>Benefits</i>	By using standard practices for punctuation and abbreviations, screen-reading software will be able to more clearly relay content.
ASSOCIATED ARCHITECTURE LEVELS	
<i>Specify the Domain Name</i>	Interface
<i>Specify the Discipline Name</i>	Accessibility
<i>Specify the Technology Area Name</i>	508 Federal Standards
<i>Specify the Product Component Name</i>	Punctuation
COMPLIANCE COMPONENT TYPE	
<i>Document the Compliance Component Type</i>	Mandate
<i>Component Sub-type</i>	Legislative / Section 191.863, RSMo
COMPLIANCE DETAIL	
<i>State the Guideline, Standard or Legislation</i>	<p>1) Software that reads and “speaks” web pages will not pause when reading headings, lists, tables and ALT tags. Without some sort of punctuation the “voice” goes from a heading to the paragraph text without a pause; a list gets read as if it’s one sentence. For example, for an unordered list of ‘birds’ without punctuation the voice would produce something like:</p> <p style="padding-left: 40px;">My bird list cardinal blue bird mocking bird house finch goldfinch</p> <p style="padding-left: 40px;">... instead of:</p> <p style="padding-left: 40px;">My bird list: cardinal, blue bird, mocking bird, house finch, and goldfinch.</p> <p>Almost any punctuation results in a pause. Therefore, include suitable punctuation in all sentences, headers and list items.</p> <p>2) “ASCII Art” is a quasi-image that is created with a combination of characters laid out in patterns on the screen. These can be simply typographic characters such as:</p> <ul style="list-style-type: none"> • <i>emoticons</i> -- e.g. colon, followed by right-parentheses to denote a smile :) • <i>arrows</i>, consisting of dashes and “greater than” signs --> • <i>drawings</i>, using text characters that fill the screen.

	<p>While these images make sense visually, to a transformation tool they are simply a sequence of characters. ASCII art is unintelligible when accessed by speaking software and should be avoided.</p> <p>3) Do not abbreviate dates; for example, use December 1, 2005 rather than 12/1/05. There is a difference between American and European date abbreviations.</p> <p>4) Acronyms and abbreviations should be all caps, no periods, and closed up: "GPA" instead of "G.P.A" or "G P A".</p> <p>5) Certain punctuation marks should be avoided. Instead of the ampersand (&), spell out the word "and" in text. Instead of using the tilde (~) for "approximately", spell out the word.</p> <p>To summarize, the developer should ascertain how this page will "sound" when read by screen-reading software.</p>		
Document Source Reference #			
Compliance Sources			
Name	World Wide Web Consortium	Website	http://www.w3c.org
Contact Information			
Name		Website	
Contact Information			
KEYWORDS			
List Keywords	508 Federal Standards, punctuation, acronyms, speaking software, screen-reading software, abbreviations		
COMPONENT CLASSIFICATION			
Provide the Classification	<input type="checkbox"/> Emerging <input checked="" type="checkbox"/> Current <input type="checkbox"/> Twilight <input type="checkbox"/> Sunset		
Sunset Date			
COMPONENT SUB-CLASSIFICATION			
Sub-Classification	Date	Additional Sub-Classification Information	
<input type="checkbox"/> Technology Watch			
<input type="checkbox"/> Variance			
<input type="checkbox"/> Conditional Use			
Rationale for Component Classification			
Document the Rationale for Component Classification			
Migration Strategy			
Document the Migration Strategy			
Impact Position Statement			
Document the Position Statement on Impact			
CURRENT STATUS			
Provide the Current Status	<input type="checkbox"/> In Development <input checked="" type="checkbox"/> Under Review <input type="checkbox"/> Approved <input type="checkbox"/> Rejected		

AUDIT TRAIL			
<i>Creation Date</i>	12/29/04	<i>Date Approved / Rejected</i>	
<i>Reason for Rejection</i>			
<i>Last Date Reviewed</i>		<i>Last Date Updated</i>	
<i>Reason for Update</i>			